

SUPPORTING STATEMENT

Monthly Report Naturalization Papers

(Form N-4)

OMB No. 1615-0051

A. Justification.

1. Section 339 of the Immigration and Nationality Act (Act) requires that the clerk of each court that administers the oath of allegiance, notify the Immigration and Naturalization Service (INS) of all persons to whom the oath of allegiance for naturalization is administered, within 30 days after the close of the month in which the oath was administered. This form provides a format for submitting a list of those persons to INS and provides accountability for the delivery of the certificates of naturalization as required under that section of law.

In addition, section 344 of the Act requires that INS reimburse the courts for their share of the expenses in connection with the naturalization process. Therefore, the INS must have available, in a central repository, the total number of persons naturalized in the courts and the court where they were naturalized, in order to properly administer the reimbursements to the courts.

2. The information collected is used by the INS to update its alien files and records to indicate that the aliens are now citizens; develop an audit trail on the certificates of naturalization; and determine the payments to be made to the courts for reimbursements of their expenses in connection with the naturalization process.

3. The use of this form currently provides the most efficient means for collecting and processing the required data. In this case the Service does not employ the use of information technology in collecting and processing information. Currently, the INS does not have the automated capability in place to accept electronic submission of this application.
4. A review of the INS Forms Inventory Report revealed no duplication of effort, and there is no other similar information currently available that can be used for this purpose.
5. This collection of information does not have an impact on small businesses or other small entities.
6. If this information is not collected the INS would not be able to reimburse the courts for their expenses in connection with the naturalization process.
7. The special circumstances contained in item 7 of the supporting statement are not applicable to this information collection.
8. The Service published a notice in the Federal Register on September 4, 2002 at 67 FR 45491. The notice allowed for a 60-day public review and comment period. No comments were received by the Service.
9. The Service does not provide payment or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality.

11. There are no questions of a sensitive nature.

12. Annual Reporting Burden:

a.	Number of Respondents	160
b.	Number of Responses	12
c.	Total Annual Responses	1,920
d.	Hours per Response	.50
e.	Total Annual Reporting Burden	960
f.	Total Public Cost	\$ 24,000

Annual Reporting Burden

Total Annual Reporting Burden is 960. This figure was derived by multiplying 160 respondents (95 Federal and 65 State courts) x frequency of response (12) x 30 minutes (.50 hours) per response. The projected hours per response for this collection of information includes the time required to review instructions, search data sources, gather and maintain the data needed, and complete the collection of information.

Annual Public Cost

The estimated annual public cost is \$24,000. This estimation is based on the number of respondents (160) x 12 responses annually x 30 minutes (.50 hours) per response x \$25 (average hourly rate for court personnel).

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this collection are identified in Item 14. (There is no fee charge associated with the filing of this information collection.)

14. Annualized Cost Analysis:

Printing Cost	\$	173
Collecting and Processing	\$	76,800
Total Cost to Program	\$	76,973
Fee Charge	\$	0
Total Annual Cost to Government	\$	76,973

Government Cost

The estimated cost of the program to the Government is \$76,973. This figure is calculated by using the estimated number of respondents (160) x frequency of response (12) x 1 hour per response (time required to collect and process information) x \$40 (suggested average hourly rate for clerical, officer, and managerial time with benefits). In addition, this figure includes the estimated overhead cost for printing, stocking, distributing and processing of this form.

15. There has been no increase or decrease in the estimated number of annual burden hours for this information collection.
16. The INS does not intend to employ the use of statistics or the publication thereof for this information collection.
17. The INS is seeking approval to not display the expiration date for OMB approval of this information collection. The display of the approval date would require the state and federal courts who administer the oath of allegiance to pull and destroy current (usable)

forms in its inventory, which could otherwise be used except for outdated expiration dates. Therefore, the INS requests that the display of the expiration date be waived.

18. The INS does not request an exception to the certification of this information collection. See attached Item 19 of Form OMB 83-I.

B. Collection of Information Employing Statistical Methods.

Not Applicable.

C. Certification and Signature.

PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

Richard A. Sloan

Director,

Regulations and Forms Services Division

Date